

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

JANUARY 31, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Chairman Steve Kennedy called this meeting of the Prairie Township Board of Trustees to order on January 31, 2018 at 7:00 p.m. with Trustee Doug Stormont and Trustee Cathy Schmelzer present. Tracy Hatmaker, Township Administrator, Fire Chief Chris Snyder and Assistant Fire Chief Allen Scott were also in attendance (See attached sign in sheet for a complete list of additional attendees).

Mr. Kennedy led the Pledge of Allegiance.

Approval of Minutes - January 17, 2018 Regular Meeting Minutes and January 17, 2018 Special Meeting Minutes

Comments/Issues: None

Mr. Kennedy moved to approve the January 17, 2018 regular meeting minutes and January 17, 2018 special meeting minutes . Mr. Stormont seconded. The votes were as follows: Mr. Stormont , Aye; Mrs. Schmelzer , Aye; Mr. Kennedy , Aye. The meeting minutes for the January 17 , 2018 regular meeting and January 17, 2018 special meeting were approved.

Report from the Franklin County Sheriff 's Office

Deputy Ronk spoke before the Board and reported the January 17 thru January 31 criminal activity. 65 reports were taken during this time period and overall crime has been down comparatively.

Fiscal Officer 's Report

Approval of Warrant Payroll

This week's warrants list detailed payments to 82 vendors summing \$189,880.12. Approximately 51% of this total is comprised of payment to the Franklin County Commissioners for monthly insurance premiums in the amount of \$96,687.76.

Mr. McCardle requested the Board's approval to pay all items on this week's warrant list summing \$189,880.12 along with this week's payroll of \$200,933.27 for a total cash disbursement of \$390,813.39.

Comments/Issues: None

Mr. Kennedy motioned "so moved". Mr. Stormont seconded. The votes were as follows: Mr . Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer , Aye. Motion passed.

Reallocation

Mr. McCardle asked the Board to approve a reallocation in the West Broad Street Streetscape Fund. The proposed reallocation would move \$2,000.00 from 4302-760-420-0000 (Operating Supplies) to 4302-760-740-0000 (Machinery, Equipment and Furniture). This reallocation is needed to facilitate the purchase of a Kubota snow plow for sidewalk maintenance.

Comments/Issues: None

Mr. Kennedy moved that the Board authorize the reallocation of \$2,000.00 from 4302-760-420-0000 to 4302-760-740-0000 to facilitate the purchase of a Kubota snow plow. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy , Aye; Mrs. Schmelzer , Aye. Motion passed.

Standing Business:

Fire Department

Administrative Assistant Position

Chief Snyder asked the Board to approve a job description and pay range for an Administrative Assistant position in the Fire Department. This position will assist the Fire Chief and Assistant Fire Chief in department administration. Examples of duties to be performed by this position include managing schedules, appointments, payroll, filing, correspondence and other clerical duties assigned by the chiefs. The proposed pay range for this position is \$17.73-\$26.60 per hour.

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Comments/Issues: None

Mr. Kennedy moved that the Board approve the job description and pay range for the Administrative Assistant position at the Fire Department as submitted. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Authorization to Conduct a Personnel Search

Chief Snyder asked the Board to authorize him to conduct a search process in order to fill the newly created Administrative Assistant position in the Fire Department. Resumes will be accepted until the position is filled.

Comments/Issues: None

Mr. Kennedy moved that the Board authorize Chief Snyder to conduct a search in order to fill the Administrative Assistant position, including advertising the position, conducting interviews and taking other necessary steps in order to make a hiring recommendation to the Board. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Community Center

Summer Day Camp Rental

On behalf of Mr. Gant, Mr. Hatmaker asked the Board to approve the cost of the summer day camp location with South-Western City Schools. James worked with Southwestern to secure a location and received confirmation and an estimate of cost to rent the school building. We need to confirm with the school district by Friday, February 2nd in order to lock in our dates. Once we have locked in our location and the dates, we can begin to advertise for summer camp and sign up participants. The cost of the rental fees is \$8,673.75. We will recover the complete cost for these rental fees through the fees we collect for Campers.

Comments/Issues: None

Mr. Kennedy moved that the Board approve holding 2018 Summer Day Camp at a Southwestern City Schools location at a cost of \$8,673.75. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Roads, Cemeteries, and Parks Department

Lincoln Village Curb Ramp Disbursement #3

Mr. Hatmaker requested that the Board approve, and authorize the Chairman to execute, the Lincoln Village Curb Ramp Improvements Disbursement #3 in the amount of \$3,120.92 all of which is being disbursed to Stantec Consulting Services.

Comments/Issues: None

Mr. Stormont moved that the Board approve the Lincoln Village Curb Ramp Improvements, Disbursement Request #3 in the amount of \$ 3,120.92 and authorize the Chair to execute the necessary documents. Mr. Kennedy seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Snow Removal Plow

Mr. Hatmaker asked the Board to approve the purchase of a Kubota V5291 72" V-Plow with Curb Guards V5256 from Green and Sons Farm and Lawn equipment. The purchase price for this plow is \$2,850.00. This plow will be used for snow removal along the sidewalks of West Broad Street. We will also be able to use this to clear snow from the Multi-use Trail at the Sports Complex.

Comments/Issues: None

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Mr. Kennedy moved that the Board approve the purchase of a Kubota V5291 72 " V-Plow with Curb Guards V5256 from Green and Sons Farm and Lawn equipment at a cost of \$2,850.00. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mrs. Schmelzer , Aye; Mr. Kennedy , Aye. Motion passed.

Building and Zoning:

No items.

Administration

Nuisance Cases

Mr. Kennedy move that the Board adopt Resolution NU-10 -18 "A Resolution declaring nuisance and ordering abatement at 215-219 Danhurst Road." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.

Mr. Kennedy moved that the Board adopt Resolution NU-11 -18 "A Resolution declaring nuisance and ordering abatement at 8632 Renaa Avenue." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.

Mr. Kennedy moved that the Board adopt Resolution NU-12 -18 "A Resolution declaring nuisance and ordering abatement at 438 Lombard Road ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.

Care Works Comp Agreement

This is an annual agreement with Care Works Comp to provide workers compensation program management for the Township. Along with this service comes membership in the Ohio Township Association's group rating program, which will save the Township about \$32,341.00 during the proposed agreement. The cost of this year's agreement is \$7,456.00, which is the same amount as last year. This is the OTA-recommended Workers Comp plan.

Comments/Issues: None

Mr. Kennedy moved that the Board authorize the Township to enter the 2018 Ohio Township Association Group Rating Program through Care Works Comp at a cost of \$7,456.00 and authorize the Township Administrator to execute the necessary documents to enter the program. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Hometown Hero Banner Program Revision

Mr. Hatmaker asked the Board to approve a revision to the Hometown Hero Banner program. This program was approved at the last Board meeting and allows for the purchase and display of banners honoring veterans and active duty military. We propose that the Board revise the approved program description to make all Westland High School graduates eligible to participate in the program, not just those living in the Township. Although Westland is in Prairie Township, many of its students do not live within our boundaries. Nevertheless, they are part of the community. Another consideration is the fact that Westland High School is located in the JEDZ, which helps to fund West Broad Street improvements and maintenance.

Comments/Issues: None

Mr. Kennedy moved that the Board approve revisions to the Hometown Hero Banner Program making all Westland High School graduates eligible to participate in the program. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Stantec Master Services Agreement

Mr. Hatmaker asked the Board to approve renewal of our annual Master Services Agreement with Stantec

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Consulting Services, Inc. This agreement is for Stantec to act as the Township's engineer. The agreement contains general conditions for Task Orders that the Board may approve for specific services. The current contract is set to expire February 1, 2018. The new contract will be valid for one year from the execution date.

Comments/Issues: None

Mr. Stormont moved that the Board enter into a Master Services Agreement with Stantec Consulting Services and authorize the Chair to execute the agreement. Mr. Kennedy seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Depository Agreement

Section 135.18 of the Ohio Revised Code allows banks to collateralize the uninsured portion of public entity deposits and governs a collateral pool to facilitate this. This Section of the ORC was amended in 2017 to create the Ohio Pooled Collateral System (OPCS), which has been implemented by the State Treasurer. This system allows financial institutions to pool collateral for public entities and centralizes collateral monitoring under the administration of the Treasurer's office. This change necessitates an update of the Township's Depository Agreement with PNC. Mr. Hatmaker asked the Board to approve the agreement and authorize the Fiscal Officer to execute the agreement.

Comments/Issues: None

Mr. Kennedy moved that the Board approve the proposed Depository Agreement with PNC and authorize the Fiscal Officer to execute the agreement. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.

Old Business

None

New Business

None

Public Comment

Longtime Township resident Bob Voss publically thanked the Road Department for their efforts to clean off the roads during the early morning of January 30.

Announcements

None

Adjournment

Meeting adjourned at 7:22 p.m.

Chairman Steve Kennedy

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Fiscal Officer Dan McCardle